

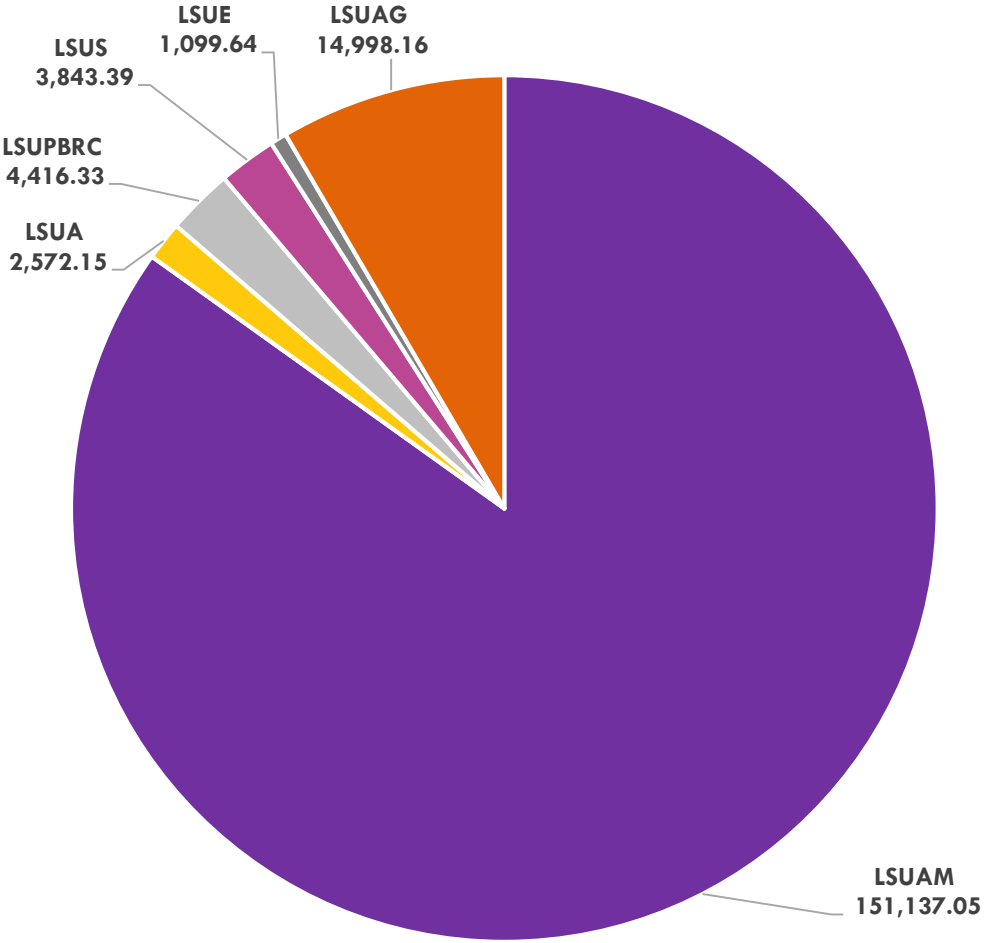


Travel Reminders

Patrice Gremillion

Accounts Payable & Travel

As of September 7, 2023: Summary of LSU's Unused Tickets



Unused Tickets	
LSUAM	151,137.05
LSUA	2,572.15
PBRC	4,416.33
LSUS	3,843.39
LSUE	1,099.64
LSUAG	14,998.16
Total	178,066.72

Unused Tickets

- LSU have at least 50% of the state's total of unused tickets
- ***We must do a better job monitoring & reusing unused tickets!***
- Departments must monitor unused tickets on a monthly basis and discuss with the travelers to determine if the unused ticket will be reused immediately or if the unused ticket can be used toward another traveler's airfare.

Summary by Airline for Reuse of Unused Tickets

American Airlines	Alaska Air	Delta Airlines	United Airlines	Southwest Airlines
Travel must begin one year from the date of original issue date.	Traveler must complete travel one year from the date of the original outbound flight.	Traveler must complete travel one year from the date of original issue.	Travel must begin one year from the date of original issue, return can be after that one-year mark. However, for tickets issued on or before 12/31/2022 travel must begin by 12/31/2023.	New travel must be completed one year from the date of original issue date.
Tickets are transferable without a fee	Tickets are transferable with a \$125 fee-waived if an Alaska Air Gold Member	Tickets are transferable with a \$100 fee	Tickets are transferable with a \$100 fee	Nothing is transferable
MCO's are not transferable	MCO's are not transferable	MCO's are transferable without a fee		
Partial tickets are not transferable	Partial tickets are not transferable	Partial tickets are not transferable	Partial tickets are not transferable	

Travel to Foreign Adversary Countries

- **FASOP AS-18, High Risk Travel to a Restricted Region** has been expanded to include a section, *Travel to Foreign Adversary Countries* which will require prior approval in the same manner as prior approval for travel to countries with a U.S. Department of State Travel Advisory.

15 CFR §7.4 Determination of Foreign Adversaries is the source which identifies the following as adversary countries: **China, Cuba*, Iran, Russia, North Korea, and Venezuela.**

- * Note: Cuba is the only country that is at a Level 2 travel advisory; all others have a higher travel advisory.

Travel to Foreign Adversary Countries

- High-risk forms (i.e., AS295 & AS296) have been updated
- Foreign Adversary Country information
- Funding Source
 - ❖ University funded (i.e., LSU account number)
 - ❖ University Affiliate funded (i.e., Identify the affiliate)
 - ❖ Third-Party funded (i.e., La Ethics form)
- ***Spend Authorization is only required for university funded business travel.***
- High-risk travel requests will follow the same protocol for a recommendation by the International Travel Oversight Committee (ITOC) for final approval by Academic Affairs.
- High-risk travel requests should be submitted to Patrice Gremillion at least 30 days in advance of the proposed travel. As a reminder, no travel arrangements should be made without the appropriate prior approvals. For questions, please contact Patrice Gremillion at pgremill@lsu.edu or at 578-3366.

Spend Authorization Questionnaire

- **Spend Authorization Questionnaire** has been enabled, and the paper AS292-A form discontinued.
- Spend authorization questionnaire must be completed by the Initiator immediately after submitting the spend authorization
 - “Up Next” window appears after submitting spend authorization with link to access spend authorization questionnaire
 - Spend authorization questionnaire can also be accessed from initiator’s inbox
- Spend authorization **will not** route for approvals until the questionnaire is completed
- Questionnaire responses are visible on new “Questionnaire Responses” tab on spend authorization

Spend Authorization for Non-workers

- Spend Authorization for Non-workers (i.e., Spend Authorization ECM) will be required for any travel reimbursements and/or expenses paid on the non-worker's behalf.
- Student group travel should have a list of travelers attached to the Faculty-Led Spend Authorization.
- AS516 form is still available for events that include a group of attendees in which no travel reimbursement is due to an attendee. If a reimbursement is due, an spend authorization ECM will be required.
- ***The information captured on the Spend Authorization Questionnaire will allow the University to meet annual state reporting requirements.***

Ethics 413 Disclosure Form

- Ethics 413 Disclosure forms for international travel will require a copy of the approved Spend Authorization and when applicable, a copy of the approved high risk travel form must be attached to the ethics form.
- ***Preference is to receive the ethics form from the department Travel Arrangers/Coordinators.***
- Ethics form will be reviewed for completeness and assurance of travel approved prior to seeking Agency Head signature.
- For questions, please contact Patrice Gremillion at pgremill@lsu.edu or at 578-3366.

La Ethics Reporting

- La Board of Ethics provided this additional information:
 1. Always complete the latest version of Form 413 from the Ethics website. Outdated forms are not accepted.
 2. Disclosure will be deemed noncompliant if not fully completed.
 3. Agency Head (or designee) signature is required before the form can be filed electronically or submitted.
 4. A handwritten or an electronic signature is required.
 1. Only e-Signatures from digital applications such as DocuSign, AdobeSign, SignNow, etc., is accepted.
 2. Typed signatures with a selected Font is not accepted.
- No attachments can be made to the spend authorization once fully approved. Signed ethics forms should be attached to the expense report.

Ethics 413 Disclosure Form

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 - Typed signatures with a selected font is not accepted.

LOUISIANA BOARD OF ETHICS
Mail: P.O. Box 4368, Baton Rouge, LA 70821
Fax: 225-381-7271
Upload: <https://eap.ethics.la.gov/FileUpload>

COMPLIMENTARY ADMISSION, LODGING AND/OR TRANSPORTATION DISCLOSURE STATEMENT

Pursuant to La. R.S. 42:1115.2, any public servant who accepts complimentary admission, lodging, or transportation, or reimbursement for such expenses shall file a certification with the Board of Ethics WITHIN 60 DAYS AFTER SUCH ACCEPTANCE.

Agency Head Certification (to be completed prior to event attendance):

By my signature below, I, John Smith, (agency head printed name)

- Certify that the Public Servant's acceptance of the complimentary admission, lodging and transportation, or reimbursement of such expense (check applicable box)
 - is of direct benefit to the agency or
 - will enhance the knowledge or skill of the Public Servant as it relates to the performance of his public service.
- Certify that I approved the Public Servant's acceptance of the complimentary admission, lodging and transportation, or reimbursement of such expense prior to such acceptance.

AGENCY HEAD'S SIGNATURE: John Smith

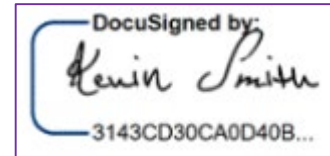
PUBLIC SERVANT'S FULL NAME: Sue Jones
ADDRESS: 123 Louisiana Ave.
CITY, STATE, ZIP: New Orleans, LA 70131
POSITION TITLE: Associate Director - Accounts Payable
EMPLOYING AGENCY: Louisiana State University (LSU)
DATE OF EVENT: 7/24/2022 - 7/28/2022
LOCATION: Lexington, Kentucky
DESCRIPTION OF PURPOSE OF PUBLIC SERVANT'S ACCEPTANCE OF COMPLIMENTARY ADMISSION, LODGING AND/OR REASONABLE TRANSPORTATION:
Selected to receive scholarship for CBMI 2022 on behalf of Southern Association of Colleges and University Business Officers (SACUBO). The CBMI Conference offers an intensive course of study in business and financial management for administrators of colleges and universities.
PERSON/ORGANIZATION PROVIDING ADMISSION, LODGING, AND/OR TRANSPORTATION: SACUBO
AMOUNT EXPENDED/REIMBURSED ON PUBLIC SERVANT
ADMISSION: \$ 644.38 LODGING: \$ 0 TRANSPORTATION: \$ 355.62

Public Servant Attestation:
By my signature below, the above provided information is true and correct to the best of my knowledge, information, and belief.

PUBLIC SERVANT'S SIGNATURE: Sue Jones
DATE: 7/8/2022

Revised December 2022 Form 413 www.ethics.la.gov

- Acceptable



- Not Acceptable

